

No.NIC/ASSC/2(27)/2018-Admn.(iv)  
Government of India  
Ministry of Electronics & Information Technology  
National Informatics Centre  
ASSAM STATE CENTRE  
First Floor, Composite Building, Near Last Gate of Assam Secretariat,  
Dispur, Guwahati-781006

Dated : 20/12/2021

**OFFICE ORDER**

The project division in NIC Assam State Centre has been re-structured. Details are given below:

**Division Name : Transport, Housing and Urban Affairs, Election, Culture, Social & Skill Development Informatics Division**

**Sh. Shri Rubaiyat Ul Ali, Scientist F ,Emp code 2605, Head of Division**

Sl. No	Emp. Code		
1	2360	Shri Gautam Choudhury	Scientist-E
2	3944	Shri Bibhujjal Kumar Bhattacharjya	Scientist E
3	4174	Shri Subir Kumar Nandi	Scientist E

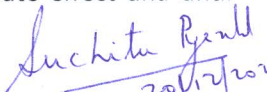
Sl. No.	Department / Projects and its subordinate organizations
1	Transport <ul style="list-style-type: none"><li>• Vahan</li><li>• Sarathi</li></ul>
2	Labour Welfare
3	Skill, Employment & Entrepreneurship <ul style="list-style-type: none"><li>• IT Counselling &amp; Registration</li><li>• Employment Exchange Portal</li></ul>
4	Indigenous & Tribal Faith and Culture department
5	Tourism
6	Science, Technology & Climate Change
7	Handloom, Textiles & Sericulture
8	Housing and Urban Affairs department
9	Parliamentary Affairs
10	Implementation of Assam Accord
11	Social Welfare Dept <ul style="list-style-type: none"><li>• Track Child Portal</li><li>• NGO Portal</li></ul>
12	APSC
13	State Information Commission
14	State Election Commission of Assam
15	State Assembly <ul style="list-style-type: none"><li>• NEVA</li></ul>
16	eNirvasan (PPMS) Election Software, Force Deployment, Eletraces
17	RERA
18	AEBAS
19	DARPAN -Visual Analytics Dashboard (CM,DM and CS)

## Roles and Responsibilities of the Head of the Division:

- i. HoD shall assign the roles and responsibilities of the departments & its sub-ordinate organisations, projects to the team members in the division through an internal order under intimation to the NIC State Administration. The same shall also be updated in PRISM.
- ii. HoD shall regularly interact with the Heads of the Departments and its sub-ordinate organisations.
- iii. HoD will be responsible for providing support to the ICT initiatives of the department and its sub-ordinate organisations.
- iv. The Division shall maintain the list of Websites developed by NIC (or in the NIC domain) and sensitise the department for the timely audit of the websites.
- v. The details of the Heads of the departments (and its sub-ordinate organisations) and their information shall be informed to the Mail Coordinator of NIC Assam and ensure that <https://profile.nic.in> is updated.
- vi. Provide Govt email id to all department users and promote the usage of Govt Mail.
- vii. Training and Capacity building of the Department officers on ICT tools as required.
- viii. Effective implementation, Coordination and Support for the smooth implementation of the following Central/ State Projects:
  - a. RTPS & EoDB Services of the department
  - b. eOffice
  - c. Manav Sampada/eHRMS
  - d. ePrastuti
  - e. SANDES
- ix. HoD shall maintain proper eFiles. The physical files shall be digitised and converted to eFiles. All inward and outward communications to be carried out through eOffice.
- x. HoD shall promote the use of emerging technologies in the projects and use of Software Quality /Security checklist in their projects.
- xi. HoD shall submit the quarterly performance targets of the division in the format of NIC ASU and monthly MPR of Digital.nic.in.

2. **Shri Rubaiyat Ul Ali, Scientist-F will function as Head of Division and Shri Gautam Choudhury, Scientist-E ,Shri Bibhujjal Kumar Bhattacharjya, Scientist E and Shri Subir Nandi, Scientist E will report to Shri Rubaiyat Ul Ali, HoD. Shri Rubaiyat Ul Ali, HoD will report to the State Informatics Officer.**

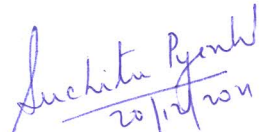
3. This order supersedes all earlier office orders and comes into force with immediate effect and until further orders.

  
(Dr. Suchitra Pyarelal)  
20/12/2021

Scientist-G & State Informatics Officer

### Copy to:

1. All individuals concerned
2. State Coordinator for Assam, NIC Hqrs., New Delhi
3. HOD(OAD) / DIGITAL NIC /eOffice / PRISM, NIC Hqrs., New Delhi
4. NIC Assam Website
5. Guard File/Personal File/ Office File

  
(Dr. Suchitra Pyarelal)  
20/12/2021

Scientist-G & State Informatics Officer